

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR III –
Modular Project Manager

SALARY GROUP: B19

DEPARTMENT: Industry

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 10/21/2015

POSITION #: 024604

I. JOB SUMMARY

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees activities of staff and assigns work tasks in various phases of projects; plans, implements, coordinates, monitors, and evaluates operations and activities for modular installation projects; and conducts inspections and reviews to ensure compliance with agency policies and procedures and state and federal laws, rules, and regulations.
- B. Participates in the development of program goals and objectives; develops and recommends program guidelines, policies, procedures, rules, and regulations; and conducts special investigations and program analyses and recommends improvements.
- C. Reviews and evaluates raw materials requirements; and ensures proper machinery and equipment maintenance and repairs are conducted.
- D. Measures and prepares designs based on the customer's specifications; advises customers regarding monetary impact; and coordinates installation projects with customers.
- E. Coordinates and reviews problems with machinery and equipment repairs; confers with staff on project issues and problems to identify and implement solutions; and coordinates training programs.
- F. Assigns and supervises the work of others; and provides technical assistance in the program area.
- G. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Three years full-time, wage-earning experience in systems furniture project management
or
six years full-time, wage-earning experience in any production or manufacturing operation.

Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.
3. One year full-time, wage-earning experience in the supervision of employees or offenders.
4. Correctional custody or law enforcement experience preferred.

B. Knowledge and Skills

1. Knowledge of methods and procedures for furniture manufacturing preferred.
2. Knowledge of quality control standards for furniture manufacturing projections and systems functions preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.
8. Skill to review technical data and prepare technical reports.
9. Skill to develop and evaluate administrative policies and procedures.
10. Skill to assign and supervise the work of others.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.